

# **Downtown Design Standards and Guidelines Information & Submittal Requirements**



Planning Department  
231 NE Fifth Street • McMinnville, OR 97128  
(503) 434-7311 Office • (503) 474-4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## **Overview**

The purpose of the downtown design standards and guidelines is to provide for the protection, enhancement, and preservation of buildings, structures, and other elements in the downtown core which contribute to its special historic and cultural value. The area subject to the downtown design standards and guidelines is bounded to the west by Adams Street, to the north by 4<sup>th</sup> Street, to the east by Kirby Street, and to the south by 1<sup>st</sup> Street. Lands immediately adjacent to the west of Adams Street, from 1<sup>st</sup> Street to 4<sup>th</sup> Street, are also subject to these standards and guidelines. For information related to the City of McMinnville's downtown design standards and guidelines, and its application to your project or activity, refer to Chapter 17.59 (Downtown Design Standards and Guidelines) of the Zoning Ordinance.

## **Application Submittal**

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- ☐ A completed Downtown Design Standards & Guidelines application form.
- ☐ A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size). For new construction or structural modifications, show the following information:
  - Existing conditions on the site including topography, streetscape, curbcuts, and building condition.
  - Details of proposed construction or modification to the existing structure.
  - Exterior building elevations for the proposed structure, and adjacent structures.
- ☐ Building and construction drawings.
- ☐ Building elevations of all visible sides.
- ☐ A narrative describing the architectural features that will be constructed and how they fit into the context of the Downtown Historic District.
- ☐ Photographs of the subject site and adjacent property.
- ☐ Other information deemed necessary by the Planning Director.

## **Review Process**

An application subject to the downtown design standards and guidelines shall be reviewed by the Planning Director or the Historic Landmarks Committee as stated in Section 17.72.110 (Director's Review with Notification) after notification of the application has been provided to property owners within 100 feet of the subject site. A standard or guideline may be waived when it can be demonstrated that the following criteria have been met:

- A. There is a demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site, an existing structure, or proposed use of the site;
- B. There is demonstrable evidence that the alternative design accomplishes the purpose of this chapter in a manner that is equal or superior to a project designed consistent with the standards contained herein; and
- C. The waiver requested is the minimum necessary to alleviate the difficulty of meeting the requirements of this chapter.

The decision made by the Planning Director may be appealed to the Planning Commission as outlined in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.



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Date Received \_\_\_\_\_

Fee \_\_\_\_\_

Receipt No. \_\_\_\_\_

Received by \_\_\_\_\_

## **Downtown Design Standards & Guidelines Application**

### **Applicant Information**

**Applicant is:** ☐ Property Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent ☐ Other \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

*(If different than above)*

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Email \_\_\_\_\_

### **Property Owner Information**

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

*(If different than above)*

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Email \_\_\_\_\_

### **Site Location and Description**

*(If metes and bounds description, indicate on separate sheet)*

Property Address \_\_\_\_\_

Assessor Map No. R4 - - Total Site Area \_\_\_\_\_

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Comprehensive Plan Designation \_\_\_\_\_ Zoning Designation \_\_\_\_\_

This request is for a:

☐ **Design Review**

☐ **Design Waiver**

1. Describe the project in detail and how it will fit into the context of the downtown historic district. Note the architectural features and any materials to be used *(attach additional pages if necessary)*.\_\_\_\_

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2. As part of this application, is a waiver to the standards and guidelines of Chapter 17.59 being requested? If so, explain in detail how the proposal satisfies or exceeds the goals and objectives for downtown design as outlined in Chapter 17.59 of the Zoning Ordinance and how the criteria for waiving a standard or guideline as listed in Section 17.59.040. A.3 have been met *(attach additional pages if necessary)*.\_\_\_\_\_

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In addition to this completed application, the applicant must provide the following:

- ☐ *A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size). For new construction or for structural modifications show the information listed in page one of the information sheet.*
- ☐ *Building and construction drawings including building elevations of all visible sides.*
- ☐ *Photographs of the subject site and adjacent property.*
- ☐ *Other information deemed necessary by the Planning Director.*

**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date